



**TOWN OF OCCOQUAN**  
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
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**Occoquan Town Council**  
**Budget Work Session Meeting**  
**March 19, 2019 | 7:00 p.m.**

1. Call to Order
2. Regular Items
  - a. Budget Presentation
    - i. Expenditures
    - ii. Revenue
    - iii. C.I.P. Fund
    - iv. Craft Show Fund
    - v. Mamie Davis Fund
3. Adjournment

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted
<b>TOTAL EXPENDITURES</b>	\$ 1,695,649	\$ 784,892	\$ 772,155	\$ 755,920
<b>TOTAL REVENUES (ACTUAL)</b>	\$ 1,031,180	\$ 1,130,316	\$ 950,885	
<b>NET</b>	\$ (664,469)	\$ 345,424	\$ 178,730	

## TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - EXPENDITURES

### GENERAL FUND-COUNCIL PRIORITIES

#### OPERATING

Category	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2019 Projected	FY 2020 Proposed	% Change to FY 2019 Budget	\$ Change to FY 2019 Budget
Personnel Services	277,115	315,813	364,435	380,820	393,920	452,227	18.8%	71,407
Professional Services	1,200,154	231,966	106,259	122,250	122,250	114,250	-6.5%	(8,000)
Information Technology Services	12,175	17,913	14,653	14,050	14,050	13,500	-3.9%	(550)
Materials and Supplies	14,770	18,641	19,087	9,000	19,000	15,414	71.3%	6,414
Operational Services	8,528	6,930	9,672	7,500	7,500	11,050	47.3%	3,550
Contracts	88,622	82,936	112,051	74,500	106,500	82,000	10.1%	7,500
Insurance	15,946	15,428	20,306	20,120	20,120	20,120	0.0%	-
Public Information	3,507	3,454	3,441	3,400	3,400	3,300	-2.9%	(100)
Advertising	5,685	7,371	19,389	9,000	9,000	9,000	0.0%	-
Training and Travel	6,274	4,925	8,761	13,500	10,000	12,800	-5.2%	(700)
Vehicles and Equipment	16,329	11,785	13,264	15,300	17,000	21,000	37.3%	5,700
Seasonal	3,729	1,534	3,040	5,500	3,069	5,500	0.0%	-
Public Parks and Facilities	28,683	48,220	54,528	52,930	51,851	70,281	32.8%	17,351
Streets and Sidewalks	585	91	-	1,400	700	1,400	0.0%	-
Historic District	13,547	14,476	14,784	13,700	13,700	16,450	20.1%	2,750
Special Events	-	3,409	8,485	12,950	10,171	13,400	3.5%	450
Capital Projects/Asset Replacement	-	-	-	-	-	54,368	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,695,649</b>	<b>\$ 784,892</b>	<b>\$ 772,155</b>	<b>\$ 755,920</b>	<b>\$ 802,231</b>	<b>\$ 916,060</b>	<b>21.2%</b>	<b>160,140</b>

**GENERAL FUND-ENHANCED REVENUE SCENARIO**

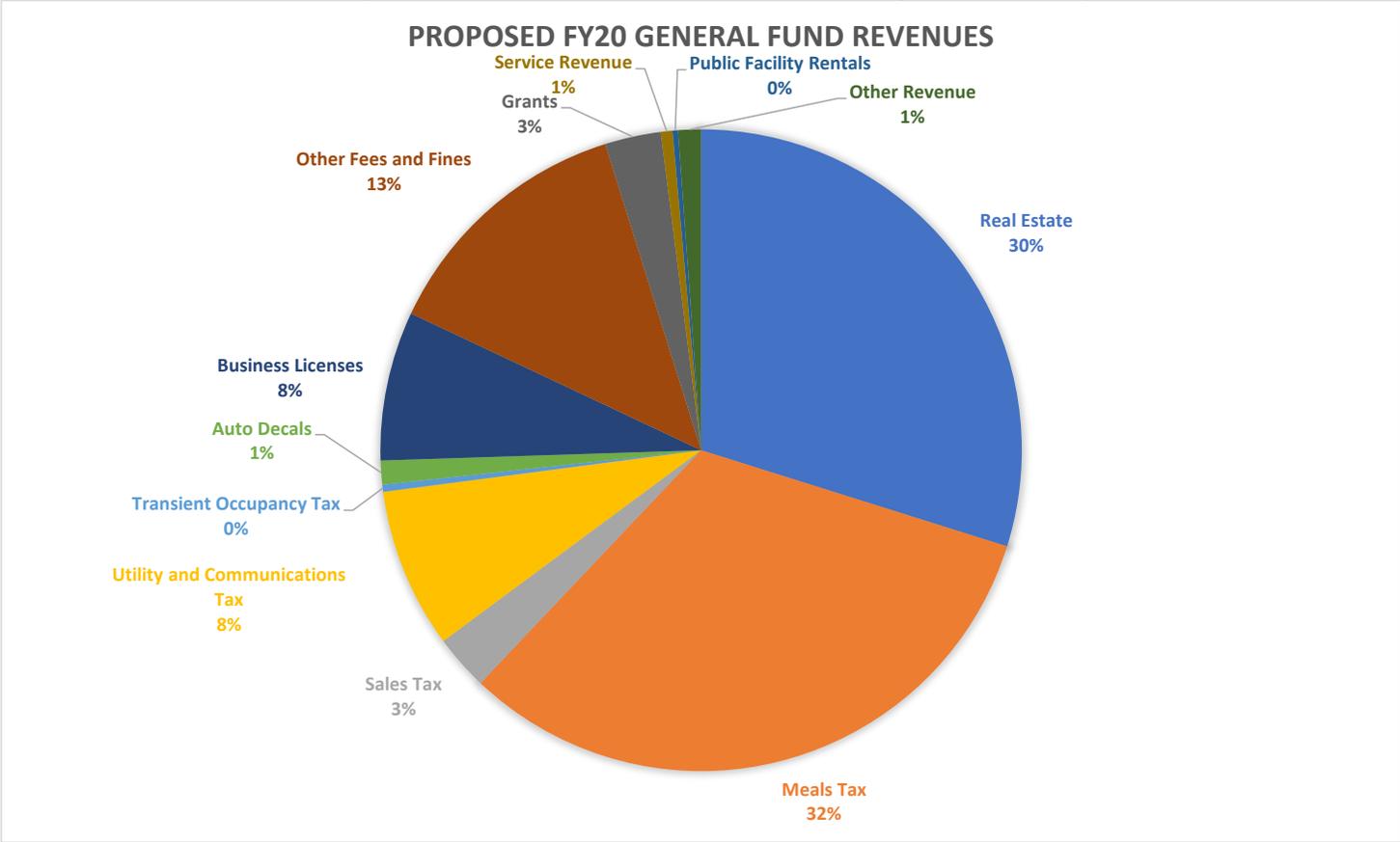
**OPERATING**

Real Estate Tax Rate: **\$.14** per \$100 of Assessed Value | Meals Tax Rate: **4%** | Transient Tax Rate: 2% 12/31/2018

Category	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Proposed	% Change to FY19 Budget	\$ Change to FY19 Budget
<b>Taxes</b>							
Real Estate	218,360	227,881	232,500	229,232	273,113	17.5%	40,613
Meals Tax	222,650	189,089	220,334	218,798	294,908	33.8%	74,574
Sales Tax	25,500	25,500	25,618	25,710	25,500	-0.5%	(118)
Utility Tax	32,500	30,429	31,528	32,590	32,500	3.1%	972
Communications Tax	44,000	42,524	42,827	42,000	41,310	-3.5%	(1,517)
Transient Lodging Tax	-	2,243	2,500	3,017	3,275	31.0%	775
<b>Fees/Licenses</b>							
Auto Decals	11,000	11,550	12,000	11,500	11,000	-8.3%	(1,000)
Business Licenses	70,000	68,803	75,000	68,803	68,803	-8.3%	(6,197)
Late Fees	2,500	4,153	2,500	3,272	2,500	0.0%	-
Fines - Public Safety	24,000	68,970	60,000	70,000	110,898	84.8%	50,898
Architectural Review Board Fees	50	90	150	120	150	0.0%	-
Precious Metal License	800	200	400	400	400	0.0%	-
ATM Fees	3,000	2,900	3,000	3,000	3,000	0.0%	-
Dock Fees	3,500	497	2,100	497	500	-76.2%	(1,600)
Administrative Fees	2,000	(1,587)	3,000	3,100	3,000	0.0%	-
Service Revenue - Bldg Official	20,000	(1,342)	-	-	-	-	-
Service Revenue - Engineering	2,000	11,374	5,000	5,000	5,000	0.0%	-
Service Revenue - Legal	-	3,600	-	255	-	-	-
Service Revenue - Other	-	360	-	360	360	-	360
<b>Grants</b>							
Litter Grant	1,050	1,006	1,050	1,006	1,050	0.0%	-
Public Safety (HB 599)	21,980	22,667	22,793	21,980	22,793	0.0%	0
PEG				280		-	-
Risk Management Grant (Safety) (VML)	2,000	1,000	2,000	1,000	2,000	0.0%	-
<b>Rentals</b>							
Town Hall	500	200	500	500	500	0.0%	-
Mamie Davis Park				1,000		-	-
River Mill Park	2,000	500	1,000	2,000	2,000	100.0%	1,000
<b>Other</b>							
General Fund Interest	120	748	120	500	500	316.7%	380
Craft Show Fund Interest	-	1,646	-	1,000	1,000	-	1,000
Brick Fundraiser Program	4,000	1,955	4,000	2,000	4,000	0.0%	-
Sponsorships	5,000	2,985	5,000	5,000	5,000	0.0%	-
Other	500	3,834	1,000	2,000	1,000	0.0%	-
<b>TOTAL</b>	<b>\$ 719,010</b>	<b>\$ 723,775</b>	<b>\$ 755,920</b>	<b>\$ 755,920</b>	<b>\$ 916,060</b>	<b>21.2%</b>	<b>160,140</b>

**FY 2020 Proposed Budget - Revenues**

Real Estate	\$273,113
Meals Tax	\$294,908
Sales Tax	\$25,500
Utility and Communications Tax	\$73,810
Transient Occupancy Tax	\$3,275
Auto Decals	\$11,000
Business Licenses	\$68,803
Other Fees and Fines	\$120,448
Grants	\$25,843
Service Revenue	\$5,360
Public Facility Rentals	\$2,500
Other Revenue	\$10,500
<b>Total</b>	<b>\$916,060</b>





CIP	0	0	0	5,000	0	5,000
Grants, Other	0	0	0	0	0	0
TBD	0	0	0	0	0	0
<b>Total Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>

<b>Totals</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Bond	0	0	0	0	0
CIP	247,322	155,400	155,900	91,900	22,000
Grants, Other	121,965	1,000	0	336,000	0
TBD	0	0	0	0	0
<b>Total Funding Per FY</b>	<b>\$264,787</b>	<b>\$156,400</b>	<b>\$155,900</b>	<b>\$427,900</b>	<b>\$22,000</b>

<b>Town Council Priorities FY 2020</b>
1 - Community Development and F
2 - Historic Preservation and Town
3 - Parking Management
4 - Public Safety
5 - Stormwater Management

**PROPOSED FY 2020 CAPITAL IMPROVEMENT FUND - REVENUES**

ACCOUNT	FUND	CAPITAL IMPROVEMENT PROGRAM FUND			
		FY2018 Budget	FY2019 Budget	FY2020 Proposed	% Increase to 2019 Budget
	Grants	100,000	446,300	121,965	-72.7%
	Operating Revenue			54,368	
	Craft Show Revenue			88,454	
	<b>Total</b>	<b>100,000</b>	<b>\$ 446,300</b>	<b>\$ 264,787</b>	<b>-40.7%</b>

**Grants FY 2019**

Kayak Ramp	\$ 100,000
VDOT Revenue Sharing	\$ 336,000
LIDAR Grant	\$ 2,300
Body Armor Grant	\$ 1,200
Pedestrian Safety Grant	\$ 2,300
Trails and Streams Grant	\$ 4,500
	<b>\$ 446,300</b>

**FY 2020 Enhanced Revenue**

Real Estate	\$ 20,000
Meals Tax	\$ 34,368
	<b>\$ 54,368</b>

**Grants FY 2020**

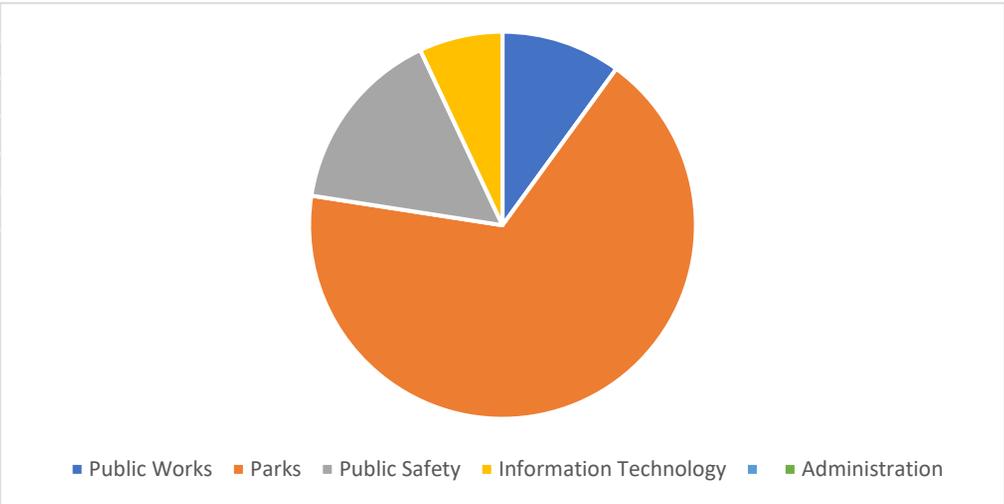
Kayak Ramp	\$ 104,500
Speed-Related Crash Project	\$ 7,236
Alcohol-Related Crash Project	\$ 5,879
Pedestrian/Bicyclist Safety Project	\$ 3,350
Body Armor	\$ 1,000
	<b>\$ 121,965</b>

**Grants FY 2023**

VDOT Revenue Sharing	\$ 336,000
	<b>\$ 336,000</b>

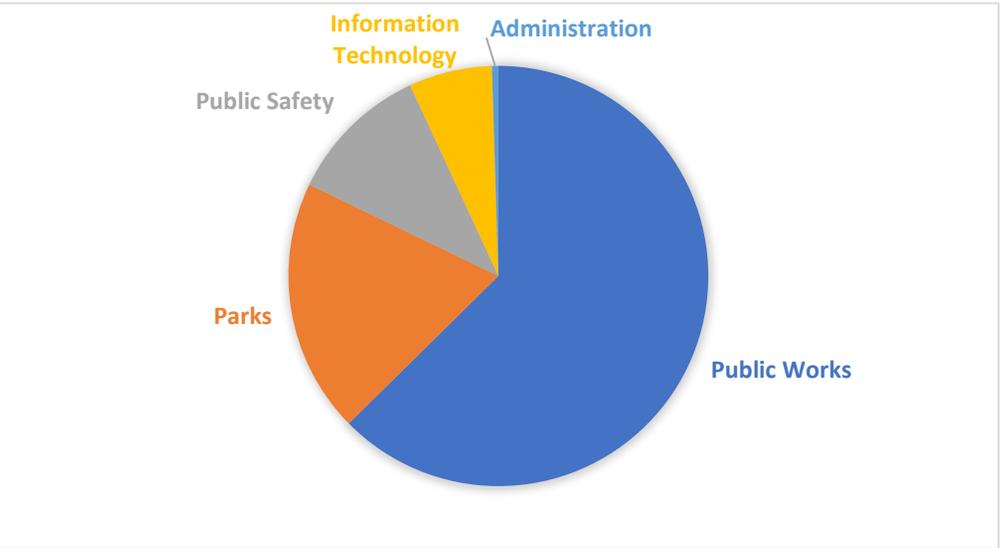
**FY 2020 CIP Project by Department**

Public Works	\$37,000
Parks	\$249,000
Public Safety	\$57,476
Information Technology	\$25,811
Administration	\$0



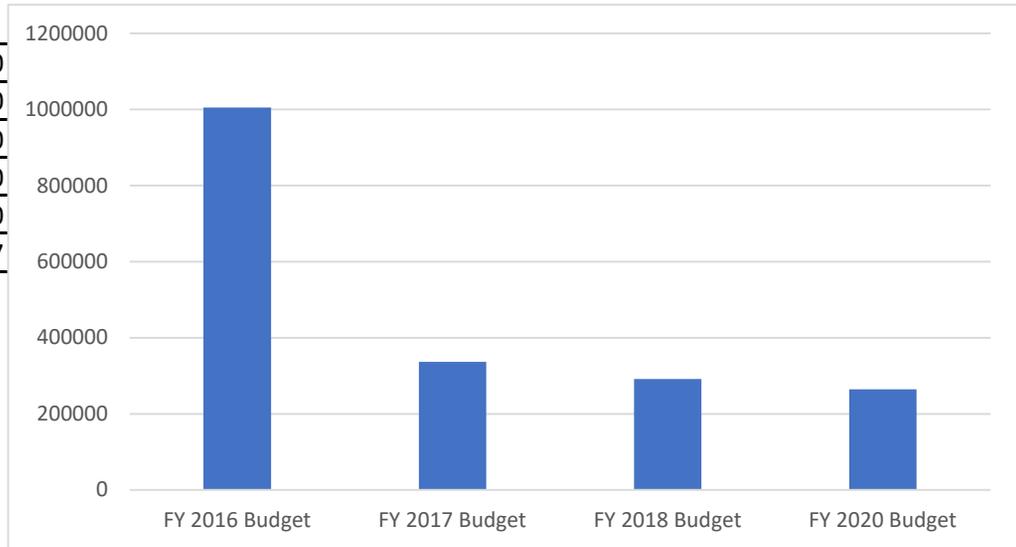
**Fy 2020-2024 CIP Projects by Dept**

Public Works	\$642,500
Parks	\$200,500
Public Safety	\$112,176
Information Technology	\$65,811
Administration	\$5,000



**Capital Improvement Program Historical - Expenditures**

FY 2014 Adopted	\$265,150
FY 2015 Adopted	\$1,640,000
FY 2016 Budget	\$1,005,000
FY 2017 Budget	\$337,000
FY 2018 Budget	\$291,500
FY 2020 Budget	\$264,787



**TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - EXPENDITURES  
CRAFT SHOW FUND**

ACCOUNT		FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	Change
		Budget	Actual	Budget	Projected	Adopted	(Proposed)	
60010	Salaries and Wages	25,000	25,000	25,000	25000	25,750	38,626	
60030	On-call Labor/Auxiliary Wages	17,280	20,338	20,200	19415	17,280	9,610	
60050	Payroll Taxes (FICA & Medicare)	1,913	1,610	3,200	3212	3,200	3,200	
60070	Health Insurance	0	0	0	0	0	0	
60080	Life/Disability Insurance	0	0	0	0	0	0	
60090	Simple IRA	315	0	320	320	324	325	
60000	<b>TOTAL PERSONNEL SERVICES</b>	<b>44,508</b>	<b>43,130</b>	<b>48,720</b>	<b>47947</b>	<b>46,554</b>	<b>51,761</b>	
61210	Office Supplies	1,200	375	3,000	0	3,000	3,000	
61220	Operational Supplies	3,400	5,516	3,400	3385	3,400	7,135	
61200	<b>TOTAL MATERIALS / SUPPLIES</b>	<b>4,600</b>	<b>5,891</b>	<b>6,400</b>	<b>3385</b>	<b>6,400</b>	<b>10,135</b>	
62020	Equipment Rental	33,000	33,987	35,000	35277	35,000	32,350	
62050	Entertainment	2,000	4,475	4,000	2375	0	4,500	
62000	<b>TOTAL CONTRACTS</b>	<b>35,000</b>	<b>38,462</b>	<b>39,000</b>	<b>37652</b>	<b>35,000</b>	<b>36,850</b>	
63220	Advertising - Marketing	20,000	14,935	14,000	13090	14,000	14,000	
63200	<b>TOTAL ADVERTISING</b>	<b>20,000</b>	<b>14,935</b>	<b>14,000</b>	<b>13090</b>	<b>14,000</b>	<b>14,000</b>	
	<b>TOTAL</b>	<b>\$ 104,182.00</b>	<b>\$ 102,574.00</b>	<b>\$ 108,120.00</b>	<b>\$ 102,074.00</b>	<b>\$ 101,954.00</b>	<b>\$ 112,746.00</b>	<b>\$10,792</b>

TOTAL REVENUE CRAFT SHOW FUND \$ 201,200.00

TOTAL EXPENSE CRAFT SHOW FUND \$ 112,746.00

TOTAL REVENUE CRAFT SHOW FUND \$ 88,454.00

**CRAFT SHOW FUND ROLL UP WITH NEW EVENT PROPOSALS**  
**TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - REVENUES**  
**CRAFT SHOW FUND**

	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020
	Budget	Actual	Budget	Projected	Adopted	(Proposed)
TOTAL REVENUE	\$ 214,125.00	\$ 226,923.00	\$ 213,390.00	\$ 190,598.00	\$ 201,950.00	\$ 201,200.00
TOTAL EXPENDITURES	\$ 104,182.00	\$ 102,574.00	\$ 108,120.00	\$ 102,074.00	\$ 101,954.00	\$ 112,746.00
TOTAL REVENUE CRAFT SHOW FUND	\$ 109,943.00	\$ 124,349.00	\$ 105,270.00	\$ 88,524.00	\$ 99,996.00	\$ 88,454.00

**FY 2020 Initiatives**

- Continue to hold Fall Craft Show 2019
- Redevelop Spring Craft Show 2020 into a one-day festival (Occoquan Day) and which includes a beer garden
- Develop additional revenue generating activities that can attach to current, branded events,  
i.e. adding a ticketed alcohol activity to Chocolate Walk, WinterFest, Summer Concert Series, etc

**FY 2020 Budget Changes**

- Having only one craft show in FY 2020 will reduce the amount spent on on-call labor.
- Expanding into new events in place of craftshow in FY2020 will necessitate an increase in Materials and Supplies.
- Reinstate sponsorships

**TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - EXPENDITURES**

		MAMIE DAVIS FUND							
		MAMIE DAVIS PARK							
FUND	DEPT	FY2017 Budget	FY2017 Actual	FY2018 Budget	FY2018 Projected	FY2020 Proposed	\$ Increase to Adopted	% Increase to 2018 Projected	% Increase to 2018 Budget
<b>ACCOUNT</b>									
70000	Capital Projects	2,000	8,270	2,000	3,088	1,000	(1,000)	-67.6%	-50.0%
	<b>Total</b>	<b>2,000</b>	<b>8,270</b>	<b>2,000</b>	<b>3,088</b>	<b>1,000</b>	<b>(1,000)</b>	<b>-67.6%</b>	<b>-50.0%</b>

**2016 Mamie Davis Park Projects**

Water Fountain Replacement	\$ 1,985
Dock Electricity Capping (lighting)	\$ 480
	<b>\$ 2,465</b>

**2017 Mamie Davis Park Projects**

Water Fountain Installation	\$ 120
Tree Removal/Stump Grinding	\$ 250
Truck Damage	\$ 7,900
	<b>\$ 8,270</b>

**2018 Mamie Davis Park Projects**

Two Trash Cans (destroyed by truck in Jan 17)	\$ 1,518
Repairs to Dock water	\$ 1,570
	<b>\$ 3,088</b>

**2019 Mamie Davis Park Projects**

Fencing Replacement/Repairs	\$ 2,000
	<b>\$ 2,000</b>

**2020 Mamie Davis Park Projects**

Tree Planting-supporting landscaping	\$ 1,000
	<b>\$ 1,000</b>

**TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - REVENUES**

FUND	MAMIE DAVIS FUND								
	MAMIE DAVIS PARK								
DEPT	FY2018 Budget	FY2018 Actual	FY2019 Budget	FY2019 Projected	FY2020 Proposed	\$ Change to Adopted	% Increase to 2019 Projected	% Increase to 2019 Budget	Notes
ACCOUNT									
Rentals	3,500	1,100	2,000	1,600	2,000	-	25.0%	0.0%	
Interest	600	600	600	600	600	-	0.0%	0.0%	
Other	-	-	-	-	-	-			
<b>Total</b>	<b>4,100</b>	<b>1,700</b>	<b>2,600</b>	<b>2,200</b>	<b>2,600</b>	<b>-</b>	<b>18.2%</b>	<b>0.0%</b>	